

INTERNATIONAL STUDENT AMBASSADOR TUITION WAIVER PROCEDURE

Procedure Section & Number:			Effective Date:	June 8, 2020
Policy Owner:	Vice President, Academic		Last Revised:	April 13, 2021
Policy Administrator:	Director, Student Services		Review Scheduled:	April 13, 2025
Approver:	Executive Committee			
<i>The official controlled version of this document is held with the Policy & Procedures Coordinator</i>				

A. PROCEDURES

The purpose of this procedure is to guide students on the processes for obtaining a tuition waiver under the International Student Ambassador Program.

1. International Student Referral Initiative

- For a current student to receive the tuition waiver of \$500 under this initiative, the referred student must register for classes, pay their tuition for the semester, and not drop/withdraw before the last day to withdraw with a 50% refund for that semester.
- The international student applicant must include the Keyano College student ID of the current Keyano College student that referred them to the College at the time of their application. Student IDs will not be included after the submission of an application by a student.
- The Office of the Registrar will create a list of current students that referred an international student to Keyano College by October 1 (for fall admissions) and February 1 (for winter admissions).
- The International Education Office will inform current students of the number of international students that they referred and the amount that they will receive in tuition waiver.
- Tuition waivers will be applied to the accounts of all eligible current students by November 1 (for fall admissions) and March 1 (for winter admissions).
- In cases where the referred student registers with Keyano College after the Keyano student referrer graduates from the college, a cheque will be mailed to the referrer.

2. International Student Support Initiative

- Student participants in this initiative will receive a tuition waiver of between \$50 and \$100, depending on the nature of the support that they provide to incoming

international students. The exact amount will be decided upon and communicated to participants before they start.

- The International Education Office will provide a list of eligible students to the Office of the Registrar October 1 (for fall admissions) and February 1 (for winter admissions).
- Tuition waivers will be applied to the accounts of all eligible current student by November 1 (for the fall semester) and March 1 (for the winter semester).

The tuition waiver will go towards any outstanding balance, including housing, in the student's Keyano College account. If a student has a surplus account balance at the end of the semester, a cheque will be mailed to the student, in accordance with current practices at the College.

3. Roles and Responsibilities

The table below identifies the roles and responsibilities for each stakeholder.

STAKEHOLDER	RESPONSIBILITIES
Executive	Approve and formally support this policy.
Vice President, Academic Chief Financial Officer	Oversee the implementation of this policy.
Finance	Issues refund cheque, if applicable.
Registrar	Provide finance with a list of eligible students for the International Student Referral Initiative. Apply tuition waivers to the accounts of eligible students within the set timelines.
International Education Office	Provide the Registrar with a list of eligible students for the International Student Support Initiative.

B. DEFINITIONS

- (1) **International Student:** means an individual who is here with a temporary study visa who is enrolled for credit at an accredited post-secondary institution in Canada.
- (2) **International Student Referral:** means a current student at Keyano College that successfully refers an international student to Keyano College. The referred student must meet the following three conditions:
- 1) register for classes
 - 2) pay their tuition for the semester, and
 - 3) not drop/withdraw before the last day to withdraw with a 50% refund for that semester.

(3) International Student Support

means a current student that assists in the transition of an international student to Keyano College by supporting ongoing initiatives by the College. For example, supporting incoming international students online as they complete the International Preparatory Course, and connecting with incoming international students via social networking apps such as WhatsApp to help answer any questions that they may have about transitioning to Canada and Keyano College.

C. RELATED LEGISLATION

- N/A

D. RELATED DOCUMENTS

- International Student Ambassador Tuition Waiver Policy

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
06/08/2020	New procedure	Entire document	Director, Student Services	Vice President, Academic
04/13/2021	Added to new template	Entire document	Director, Student Services	Vice President, Academic